

AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1 Account Addison		FOR RECORDS MANAGEMENT USE
Application Date	1. Agency Address	;	Application Number
supplies to the terms of the te	Department of Education		
	Office of Instructiona		D7-201-H
Application Number	Division of Special Pro	ograms	Date Received Date Completed 1982
	Atlanta, GA 30334		SEP 2 2 1982 OCT 2 5 1982
2. Person to Contact		Working Title	Telephone Number
Dr. Ellouise C. Co	llins	Director	656-2678
3. Action Requested		· · · · · · · · · · · · · · · · · · ·	
	chedule; record will continue to accum		
· ·	umulation; no further accumulation a	•	
c. Amend Application No.		Change; Superced	
4. Dates of Series Earliest Latest	5. Records Series Title (followed by	title used in office; if dil	Terent)
	SPECIAL PROGRAMS	UNIT FILES	
6. Division and Office Function	What is the function of the Di	vision and the Office in	which this record series is created?
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	No Change		
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7 Paged Carine Promission	This file contains the following docu		mhom and sitten if anytic
7. Record Series Description	Attach samples of the file.	intents (<i>include form hu</i>	nivers and trues, it any).
Documents relating to:	•	•	
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Included are:			
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	No Cha	inge	
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File is arranged:			
8. Monthly Reference Rate	How often are records referred to	o which are:	
One to six months old	; Seven to twelve months old _	; Thirteen to	twenty-four months old;
twenty-five months and older		ر ا	
9. Annual Rate of Accumulation			
	; Legal-size drawers	- Shetves -	Other (apecify)
Perres avec (N. GALCI)	— , Loyer West of Estate 3		1900077

YES	NO	10. Questionnaire	(Place an "X	(" in the proper co	lumn)			
		a. Is this the offic If not, where is		series?	-		•	
				lential information	requiring s	ecurity handling? If yes	, cite law or regulation	ก.
		c. Is this a vital re-	cord?	·			· · · · · · · · · · · · · · · · · · ·	
		d. Does this series	have historical	or long term rese:	erch value?			
		e. When one or two			necessary to	keep the entire file for a	long period, could t	hese
ĵ					ublished?	If yes, attach copy.		
			ion contained i		nalyzed and	I/or recorded in a summa	rized report?	.*
4,	7 E					ther office or agency?		
			a maior portio	on of it! regularly :	microfilmec	17		
		i. Does the record						
11.	Retent	tion Requirements	Th	e following require	s the series	to be kept:		
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		tute of limitation feral law		years. years.		Administrative need Federal retention instruc		years.
	C. PEC	Defai NAW		years.	1,	receral retention instru	cuons	years.
	Attact	copy or excert of la	ws or regulatio	ns. Explain admir	istrative ne	ed.		
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12.	Appro	ved Disposition Instr		_		e file series be cut off at er; Other		then,
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		insfer to State Record	ds Center; hold	Jуеан	(s); then			
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		insfer to State Archiv	es for permane	ent retention.				
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	These	instructions apply to	all prior and f	uture accumulatio	ns of the se	ries.	•	
_	and Blo	ad/Designer /Signer		7	Dans-d- *	Anagement Officer (Sig	enation!	Date
Age:	CY ME	ad/Designee (Signat	//	Dete			# ## (CH #)	
Z	W	reman Cu	VD	19/21/82	Walk	en L. Baun	ngardner	9-21-82
			/	7 7	20	tate Records Committee	(Signature)	Date
		ndations in pera-				A		(a : c = x
		re approved. oved, attach letter	State Aud	litor/Designee	1	- while		10-18-83
1	colana		Secretary of	State/Designee	Edwar	dilledon	<u> </u>	11014182
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1		į	Attorney G	eneral/Designee		Muses		11-20-5



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	Attention: Scheduling	Section.	<u> </u>		
	FOR AGENCY USE	1. Agency Address		FOR RECORDS	MANAGEMENT USE
A p	plication Date	Department of Education	·	Application Number	- 1
	-	Office of Instructional Ser	vices	81.	- 381
An	plication Number	Division of Special Program		Date Received	Date Completed
	genedityjen vad Halifi	Atlanta, GA 30334		••••	SEP 1 6 1982
_		<u> </u>		AUG 9 1982	1 1 0 1985
2.	Person to Contact	- Worki	ng Title		Telephone Number
	Dr. Ellouise C.	Collins Di	rector		656-2678
3.	Action Requested				
		Schedule; record will continue to accumulate			
	b. Dispose of present ac	ccumulation; no further accumulation anticip	ated.		
	c. D Amend Application	•		le: 🗖 Void	
4.	Dates of Series	5. Records Series Title (followed by title u			
	rliest Latest		, 	- -	
	, To Date	Special Programs Unit	Files		
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ű.	Division and Office Function	What is the function of the Division	and the Office in	which this record ser	ies is created?
	The	Division of Special Programs p	rovides lead	ership to Title	e T. miorant
	bilingual, special	education and compensatory educ	ration proces	me in the much	i echoole
	institutions and of	her delivery systems as specif:	ied in the A	logueto Pere	n af Pausanian
	for Coordin Act (AD	EG). Assures that through a con	teu in the AC	requare rrogram	m at Ednesilon
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	shildes in state	e and federal compensatory and	migrant rund	s for services	s to eligible
	cullaren in accorda	nce with state and federal law	s and regulat	ions.	
					<u>**</u>
7	Record Series Description	This file angular she fallowing document	· linelanda forman		
7.	vecour series bescribtion	This file contains the following document Attach samples of the file.	s (include form hu	mbers and tribes, ir a	ny):
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	Included are: conies of	correspondence and documents r	alated to ca	rrying out the	divicion
		om other units and offices with			: GTA1210II
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	File is agreement shapes I	ogically by fisual year.			
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8.	Monthly Reference Rate	How often are records referred to which	h are:		
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•	twenty-five months and olde Annual Rate of Accumulation	n of Passarie			···
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	Letter-size drawers	; Legal-size drawers; Sheh	res;	Other (apacify)	
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(Place an "X" in the proper co	oluma)	7				
rial copy of the series?		·				
	requiring security handling? If yes, cite law or regulation					
	arch value?					
vo documents in the file make it i	necessary to keep the entire file for a long period, could t	these				
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The following require	es the series to be kept:					
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years.	f. Federal retention instructions	years.				
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ws or regulations. Explain admir	nistrative need.					
* -						
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☐ Calendar Year; 🖸	Fiscal Year; Other	then,				
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	☐ Hold in the current files area month(s) year(s); then ☐ Transfer to local holding area; hold year(s); then					
	then	- <u>-</u> .				
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state Auditor/Designee	r(s); then ns of the series. Records Management Officer (Signature) Walker L. Baumgardner	Dete 8/4/82				
ds Center; hold	r(s); then ns of the series. Records Management Officer (Signature) Walker L. Baumgardner	Dete 8/4/82				
	shave historical or long term rese we documents in the file make it scheduled separately? ion contained in this series ever a copy. ication of this series in your office Partial duplication remaior portion of its regularly discress result in a computer print The following require years. years. years. years. years. years. ives or regulations. Explain admin and Calendar Year; K sereamonth(s)	contain confidential information requiring security handling? If yes, cite law or regulated sports of the file make it necessary to keep the entire file for a long period, could spheduled separately? ion contained in this series ever published? If yes, attach copy, tion contained in this series ever analyzed and/or recorded in a summarized report? opy, cation of this series in your office, or in another office or agency? Partial duplication in each program unit of the division or a major portion of its regularly microfilmed? discries result in a computer printout? The following requires the series to be kept:				

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